

General Project Activity List			
Date Occurred	Pre-Bid and Bid	Responsible Party	Notes
	Send Approval to Bid Letter to Owner and Design Professional	ABA Design Review	
	Contact Design Professional to Submit Division Zero Documents	ABA Construction	
	Send Division Zero Documents to ABA Construction	Design Professional	
	Review Division Zero Documents	ABA Construction	
	Coordinate Bid Date With Design Professional and Owner	ABA Construction	
	Approve First Draft Division Zero Documents	ABA Construction	
	Advertise Project	ABA Construction	
	Send Draft Specification Book to Construction Section for Review	Design Professional	
	Review Specification Book and Approve Reproduction	ABA Construction	
	Send ABA Construction Specifications and Half Size Drawings	Design Professional	
	Orchestrate Pre-Bid Conference	Design Professional	
	Send ABA Construction Any Required Addenda for Approval	Design Professional	
	Review and Approve Any Required Addenda	ABA Construction	
	Approve Design Professional to Distribute Addenda	ABA Construction	
	Send ABA Construction Proof of Addenda Disbursement	Design Professional	
	Open Bids	ABA Construction	
	Determine Responsiveness of Bidders	ABA Construction	
	Send Owner Results of Bid and Request Determination to Award	ABA Construction	
	Owner Determines Responsibleness of Low Bidder	Owner	
	Send Determination to Award to ABA Construction	Owner	
	Send Design Professional Approval to Issue Intent to Award	ABA Construction	
	Send Intent to Award to Contractor Including Agreement Form, P&P Bond, Disclosure Etc.	Design Professional	
	<b>Negotiations</b>	<b>Responsible Party</b>	
	Send Owner Results of Bid and Request Determination to Award	ABA Construction	
	Owner Determines Responsibleness of Low Bidder	Owner	
	Send Determination to Award to ABA Construction	Owner	
	Send Design Professional Approval to Initiate Negotiations	ABA Construction	
	Send Letter of Intent to Negotiate to the Contractor	Design Professional	

General Project Activity List			
	Hold Negotiations	Owner and Design Professional	
	Send Summary of Negotiations to ABA Design Review	Design Professional	
	Review Negotiated Changes	ABA Design Review	
	Send Letter to Owner Approving Negotiated Changes	ABA Design Review	
	Send Owner Determination to Award Letter	ABA Construction	
	Send Design Professional Approval to Issue Intent to Award	ABA Construction	
	Send Intent to Award to Contractor Including Agreement Form, P&P Bond, Disclosure Etc.	Design Professional	
	<b>Contract Approval</b>	<b>Responsible Party</b>	
	Submits Required Contract Documents	Contractor	
	Reviews Contract Document Submittal	Design Professional	
	Approves Contract Documents and Forwards Them to Owner	Design Professional	
	Reviews and Approves Contract Documents	Owner	
	Forwards Contract Documents to ABA Construction for Review	Owner	
	Reviews and Approves Contract Documents	ABA Construction	
	Sends Approved Contract to Owner for Disbursement	ABA Construction	
	<b>Change Orders</b>	<b>Responsible Party</b>	
	Change Order Circumstance Arises	Any Contract Party	
	Defines Scope of Change	Owner and Design Professional	
	Coordinates Scope of Change With Owner	Design Professional	
	Submits Scope to Contractor for Pricing	Design Professional	
	Submits Pricing to Design Professional for Review	Contractor	
	Reviews Pricing	Owner and Design Professional	
	Sends Change Order to Contractor for Approval and Signature	Design Professional	
	Approves Change Order and Forwards to Design Professional	Contractor	
	Approves Change Order and Forwards to Owner	Design Professional	
	Approves Change Order and Forwards to ABA Construction	Owner	
	Reviews and Approves Change Order	ABA Construction	
	Sends Approved Change Order to Owner for Disbursement	ABA Construction	

General Project Activity List			
	<b>Substantial Completion</b>	<b>Responsible Party</b>	
	Notifies Design Professional the Project Meets Substantial Completion	Contractor	
	Design Professional Schedules an Inspection With All Parties	Design Professional	
	Project is Inspected	All Parties	
	Punchlist is Created and Distributed	Design Professional	
	Substantial Completion is Approved	Owner and Design Professional	
	Substantial Completion Form is Forwarded to Contractor for Signature	Design Professional	
	Substantial Completion Form is Forwarded to Owner for Signature	Design Professional	
	Substantial Completion Form is Forwarded to ABA Construction for Approval	Owner	
	Approves Substantial Completion	ABA Construction	
	Sends Approved Documents to Owner for Disbursement	ABA Construction	
	<b>Final Payment</b>	<b>Responsible Party</b>	
	Punchlist is Completed	Contractor	
	Request for Final Inspection is Submitted to Design Professional	Contractor	
	Design Professional Schedules an Inspection With All Parties	Design Professional	
	Project is Inspected	All Parties	
	As Builts, Warranties, Operations Manuals Etc. are Submitted to Design Professional	Contractor	
	Final Payment Documents are Submitted to Design Professional	Contractor	
	Reviews and Approves All Submitted Closeout Documentation	Design Professional	
	Submits As Builts, Warranties, Operations Manuals Etc. to Owner	Design Professional	
	Final Payment Documents are Submitted to Owner for Review and Approval	Design Professional	
	Final Payment Documents Are Submitted to ABA Construction	Owner	
	Approves Final Payment	ABA Construction	
	Sends Approved Documents to Owner for Disbursement	ABA Construction	
	Project CD-Rom is Created and Submitted to Owner and ABA Construction	Design Professional	